

HMIS Manager Job Description

The HMIS Manager reports directly to the Housing Opportunity and Services Director. The Manager is responsible for both the day to day operations of the HMIS project and for developing strategies for using data driven solutions for homeless assistance; as such; the Assistant Director of Homeless Services and other stake holders will interface with the HPL to insure all Housing Opportunity & Services programs and initiatives use data to improve performance and direct resources. The Manager will provide the Housing Opportunity & Services Director advice, feedback, metrics, and data to develop both strategic and tactical plans to end homelessness. In addition, the Manager will work with other state and federal agencies to integrate HMIS with other homeless assistance programs such as, but not limited to, PATH, ACT, continuum of VA homeless assistance programs and the Department of Labor homeless programs. In addition, the Manager will be responsible for the following duties:

1. Work with Housing Opportunity & Services Director to develop a strategic plan for using HMIS to reduce long-term homelessness and developing data driven solutions.
 2. Work with the Assistant Director of Homeless Services to integrate HMIS with the continuum of homeless assistance programs to develop data driven policies and evaluations of programs.
 3. Outreach to all Regional Planning Councils on the Homeless and local units of government to further IHCD's strategic goals, develop and implement a work plan for using HMIS data to improve the delivery of homeless assistance.
 4. Increase the use of HMIS of homeless programs not receiving federal funds.
 5. Project Lead of the Indiana Regional Homeless Triage Project.
 6. Work with Housing Opportunity & Services Director and Corporation for Supportive Housing to develop data driven tactical plans serving the implementation of the Indiana Permanent Supportive Housing Initiative and develop evaluation tools for the initiative.
 7. Develop and implement a work plan for rolling out the Arizona Self Sufficiency Matrix in HMIS. Work with local Regional Planning Councils on the Homeless and provider agencies to use the tool to improve outcomes of homeless assistance programs.
 8. Chair the Data Collection and Evaluation Committee of the Indiana Housing Planning Council on the Homeless.
- HMIS software vendor performance and, if necessary, selection.
 - Development and adoption of uniform data standards across the Continuum in the Indiana Balance of State.
 - Consideration and periodic revision of Client privacy and security procedures, as well as data sharing protocols.
 - Systematic surveys of HMIS users and provision of an interpretative report of strengths and weaknesses to the Planning Council.
 - Development and promulgation of uniform Data Quality Reports.

- Actions related to the overall fiscal and operational performance of data gathering efforts across the Balance of State continua.
 - Opportunities to grow data collection and evaluation opportunities for homeless providers through collaboration with other federal, state and local data sources.
 - National, regional and local trends in the use of evidence based practices and data driven outcome measures as they apply to homelessness.
9. Prepare and Submit Annual HMIS Application with the Balance of State Mc Kinney Vento Homeless Assistance Application, work with Homeless Program Manager providing data for Exhibit 2's and assist in the preparation of Exhibit 1.
 10. Oversee the submissions of e HIC, AHAR and other Balance of State CoC reports. Respond to all HUD requests concerning the Balance of State HMIS project.
 11. Develop, implement and enforce a work plan to insure the Balance of State HMIS is compliant HUD Technical Standards and the HEARTH Act.
 12. Manage the overall HMIS project development, implementation, evaluation and day to day operations.
 13. Oversee the Annual Point in Time Count.
 14. Supervise and evaluate performance and activities of HMIS Staff.
 15. Establish, monitor and regulate HMIS policies, protocols and procedures to ensure compliance with all HUD technical standards for the HMIS project.
 16. Create and provide an HMIS project to Housing Opportunity & Services Director.
 17. Review and approve monthly HMIS claims to HUD.
 18. Work with the accounting department reviewing and tracking grant expenditures.
 19. Submit Annual Progress Report for HMIS grants and respond to all other HUD inquiries as to the HMIS project.
 20. Oversee the Housing Opportunity & Services Department's use of HMIS for the department's Shelter Plus Care inventory.
 21. Work with the Assistant Director of Homeless Services to develop and use HMIS reporting functions. Train Department Staff on how to generate reports to be used in administration and evaluation of department programs.
 22. Establish, maintain and enforce appropriate security measures for the IHEDA HMIS project.
 23. Design and implement data quality control protocols and procedures to improve the quality of HMIS data.
 24. Develop and review training materials.
 25. Perform all other HMIS related services as required by Housing Opportunity & Services Director.

Preferred Experience:

Degree in social work, counseling, psychology, sociology, or another related field with a preference for persons doing direct service or indirect service with homeless people.

The ideal candidate will have the following skills and abilities: Demonstrates effective verbal and written communication skills. Must have a working knowledge of the dynamics of homelessness. The ideal candidate will have the following skills and abilities: Demonstrates advanced communication skills, and the ability to communicate with all levels of management, staff, and external clients, especially those who are not well versed in computer technology. Grant writing experience beneficial. Ability to assess needs, define content and conduct training workshops. Ability to conduct technical assistance to HUD Continuum of Care programs. Proficient in Microsoft Office i.e Word, Excel, PowerPoint, Access, and Acrobat. Knowledge of HMIS software is preferred, though not required. Demonstrated experience with and sensitivity to varying cultural, ethnic, and social backgrounds, values and attitudes.

- Ability to simultaneously manage multiple projects and timelines
- Advanced communication skills, and the ability to communicate with all levels of management, staff and external clients, especially those who are not well versed in computer technology
- Demonstrated ability to work with diverse community and organizational groups
- Ability to develop content and conduct training workshops on HMIS
- Direct service experience with homeless non-profit is beneficial for understanding the mission and scope of IHCD's work.